

iOS Application Guide

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Getting Started

Once the Dayforce HCM application has been configured to support the iOS mobile application, users need to perform setup on their mobile device. This process includes downloading the application, configuring the application and logging in.

This section provides instructions on:

- **Accessing Features** on page 4
- **Downloading the Application** on page 5
- **Configuring the Application** on page 5
- **Logging In** on page 6
- **Switching User Roles** on page 9
- **Reporting an Issue** on page 12
- **Rating the Application** on page 14

Note: This guide features screenshots for iOS7. If you are using an earlier version, some elements of the user interface (e.g., color scheme, button styles, etc.) will look different, despite providing the same functionality.

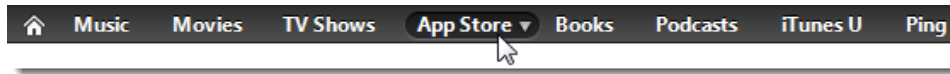
Accessing Features

This guide describes all of the mobile features that are available through Dayforce HCM; the features you can access on your mobile device depend on how your organization uses the application, and the features and sub-features that have been assigned to you.

Downloading the Application

The Dayforce HCM mobile application can be downloaded from the App Store, which can be accessed in either of two ways:

- Through Apple's iTunes software.



- By tapping the 'App Store' icon on your mobile device.



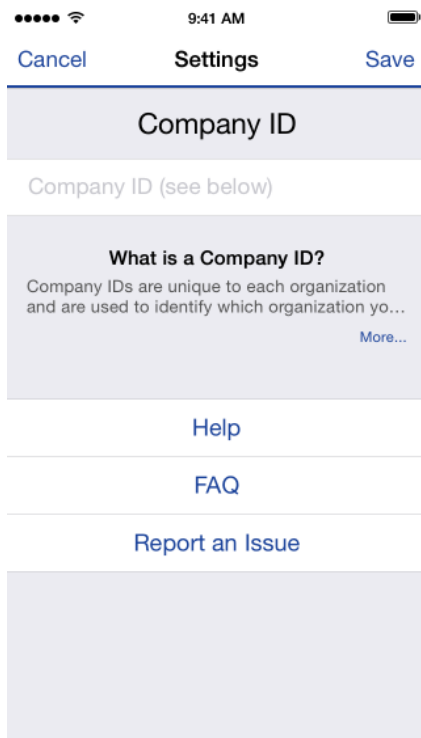
Configuring the Application

To configure the application for its first use:

1. Tap the Dayforce HCM icon to launch the application on your mobile device.



2. The application automatically displays the **Settings** screen:



3. Type the Company ID you normally use to access the main Dayforce HCM application into the text field.

4. Tap the **Save** button.

Note: To reopen the **Settings** screen after first login, in the main login screen, tap the **Settings** button.

Logging In

Your organization's configuration determines how you log in to the application:

- If the login screen displays a **User Name** field, you can only log in with your user name.
- If the login screen displays a **User Name or Email Address** field, you can log in with either your user name, or a verified email address.
- If the login screen displays a single **Login** button without any other fields, you can log in using single sign on.

Logging In Using an Email Address or User Name

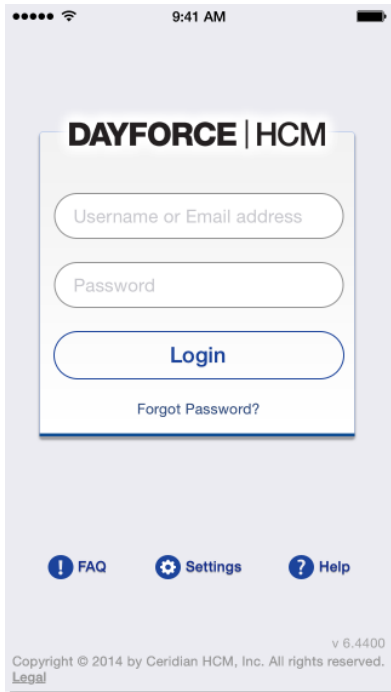
Logging into the mobile application is a very similar process to logging into the main Dayforce HCM application. Depending on how the application is configured for your organization, you might be able to log in using a verified email address instead of a user name.

Note: Email addresses are verified in the main application. For more information about verifying your email address, refer to the *Dayforce Employee Guide*.

1. Tap the Dayforce HCM icon to launch the application on your mobile device:



The application displays the login screen:



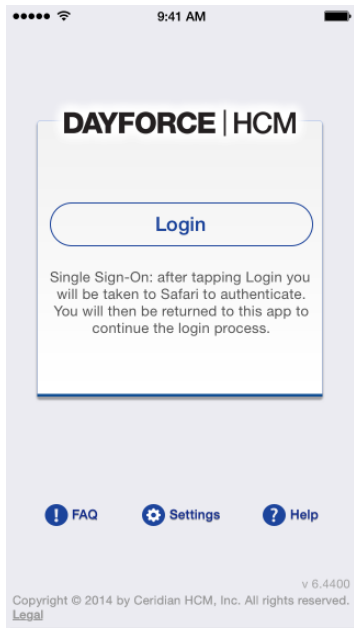
2. Type your **Username** or **Email Address** and **Password** into the text fields.
3. Tap the **Login** button.

Your username is saved to the login page the next time you open the app.

Logging In Using Single Sign On (SSO)

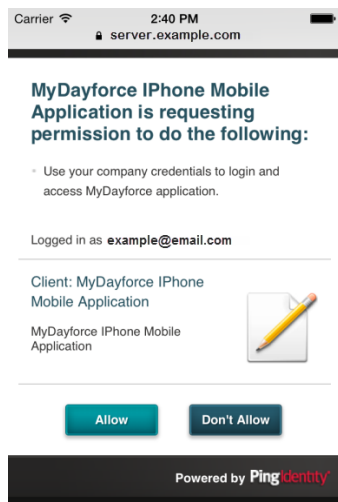
Single Sign On (SSO) allows you to log in to the Dayforce HCM app using your credentials for your organization's network, rather than having to remember another user name and password.

If your organization uses SSO, the application displays a single **Login** button on the login screen, rather than fields for user name and password:



To log in using SSO:

1. Click the **Login** button. The app then launches your default browser.
2. Type the login credentials for your organization's network in the fields provided.
3. If this is your first time logging in with SSO, you must click the **Allow** button to authorize the app to use these credentials:

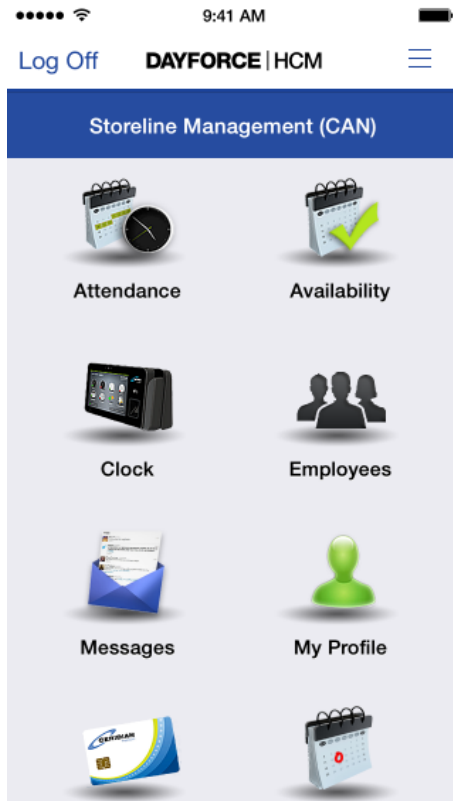


View Frequently Asked Questions

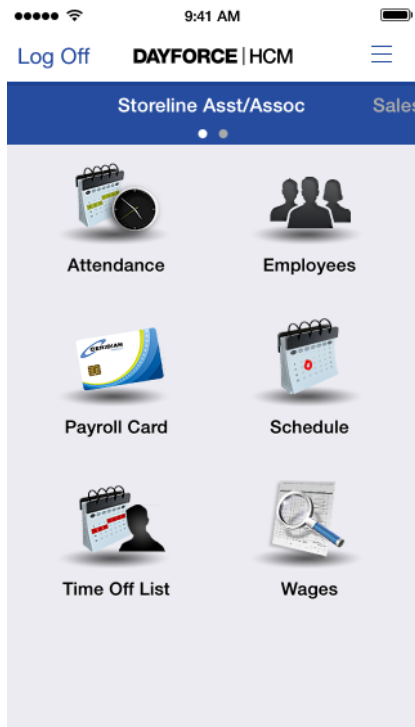
You can view frequently asked questions from the login screen by tapping the **FAQ** button. The app opens the FAQ page in your default browser, where you can view answers to common questions such as "What is my company ID?" and "How do I reset my password?"

Switching User Roles

If you have been assigned more than one user role, the application automatically displays your default role when you log in:

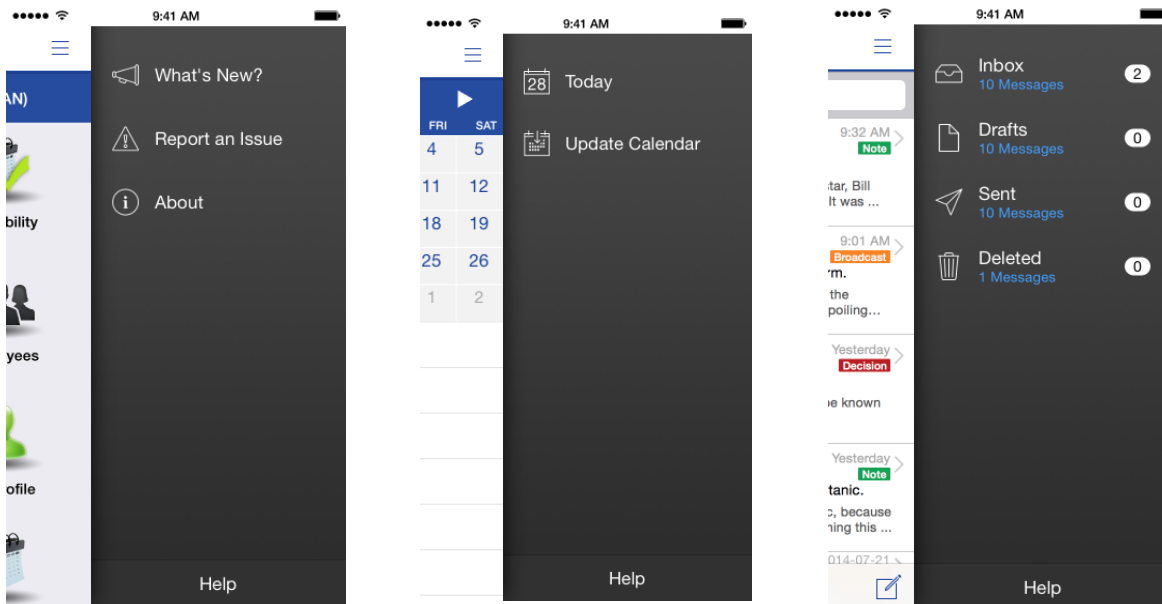


To switch to a different role, swipe across the screen:



Opening the Side Panel

You can access additional options in the side panel that is displayed on the home screen and in the **Schedule** and **Messages** features:



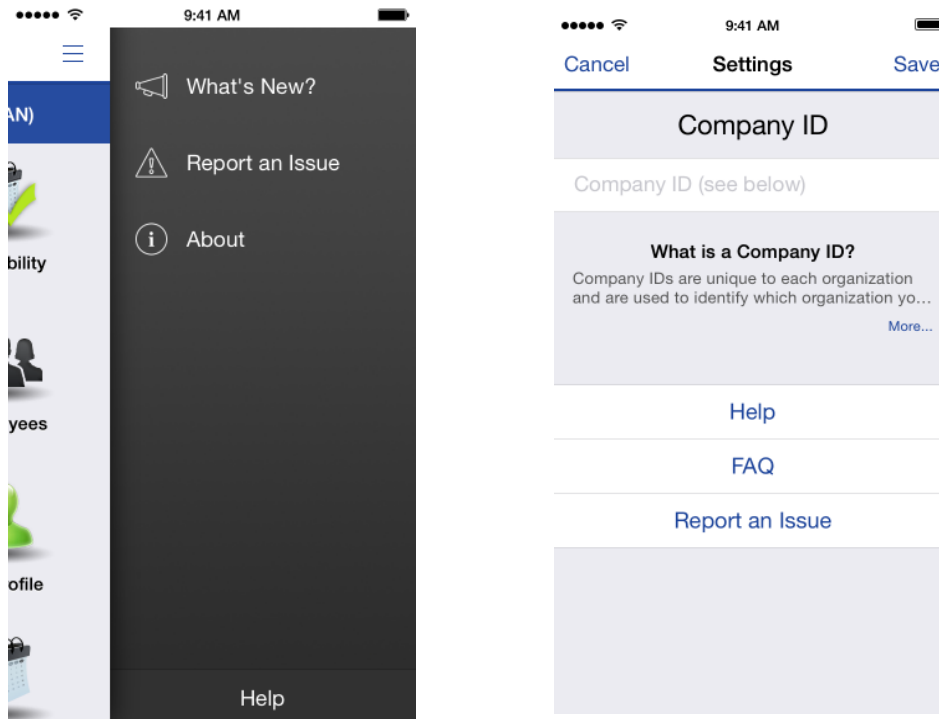
To open the panel, either swipe from the right side of the screen, or tap the menu button:



Reporting an Issue

After three unsuccessful login attempts, the application prompts you to report an issue. If you have been experiencing an issue in the mobile app that is not related to logging in, you can choose to report it from either Settings or Home screen.

On either the Settings or Home screen, tap **Report an Issue**:



The application automatically populates an email address with the appropriate recipient and subject line. The email also includes a log file that will be used to debug the issue:

[Cancel](#) iOS App (6.4400) User... [Send](#)

To: mobileissues@dayforce.com

Cc/Bcc:

Subject: iOS App (6.4400) User Report



Log - Fri Au...09:16 PM.txt

Note: To use this functionality, you must have an email address associated with your mobile device.

Rating the Application

When you log in, the application will ask you to provide a product rating if you have used it 30 times, or for 30 days (whichever amount comes first).

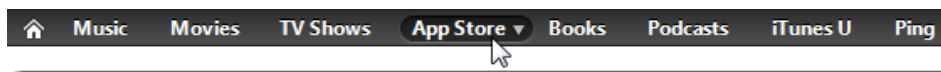
In the **Rate Dayforce HCM** window, tap one of the following buttons:

- **Rate It Now.** The application displays the review screen.
- **Remind Me Later.** The application asks you for a review when you log in 5 days from now.
- **No, Thanks.** The application will not prompt you to review the *current version* of the application again.

Note: With each *new version* of the application that you update on your mobile device, the review rules 'reset'. This means that if you update to the newer version of the application, you will be asked to provide a review after either 30 days or 30 logins, regardless of whether or not you chose to review the previous version.

You can also rate the application anytime from the App Store, which can be accessed in either of two ways:

- Through Apple's iTunes software.



- By tapping the 'App Store' icon on your mobile device.



Through the App Store, you can search for 'Dayforce HCM' and review the mobile app.

Manager Guide

Through the mobile app, managers can review and edit employee information, approve and deny requests, track attendance, and manage their tasks.

This section describes the following actions you can perform:

- **Select A Location** on page 16
- **View and Contact Employees** on page 17
- **Manage Employee Attendance** on page 20
- **Manage Time Away From Work Requests** on page 34
- **View and Create Messages** on page 64
- **Set Your Coordinates** on page 39
- **Manage Tasks** on page 40
- **View Your Profile** on page 47
- **View Your Earnings Statement** on page 68
- **View Payroll Card Transactions** on page 69

Select A Location

If you have access to more than one location, the first time you open a feature that requires you to select a location, the application displays all of the locations to which you have access.

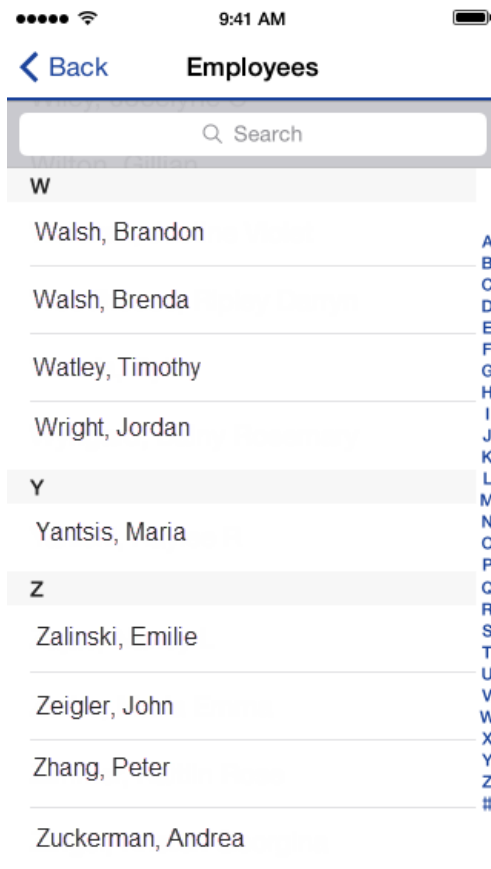
Tap the location you want to select. The application persists your selection when you navigate to a different feature that requires a location. For example, if you select the Cambridge location in the **Time Off List** feature, the application automatically selects the Cambridge location when you later open the **Attendance** feature.

To select a different location, in the **Attendance**, **Set Coordinates**, **Tasks**, or **Time Off List** features, tap the **Choose Location** button at the top of the screen:



View and Contact Employees

Through the **Employees** feature, you can review key employee information and contact employees. The application lists all your employees for the location(s) you have access to. For example, if you manage two locations, all employees from those locations are incorporated into this list. In addition, if you already selected a location in another feature of the application, the **Employees** feature will still display employees from all locations that you have access to.



You can scroll down the list to find an employee. If the list comes to an end, scroll all the way down; the **Loading** message is briefly displayed, and then more employees from your location(s) are displayed.

You can search for an employee by typing all or part of their name in the search bar and tapping the **Search** button.

Select an employee from the list, and the application displays the information that is on file for that employee, including any address, phone numbers, e-mail address, and emergency contact (the application displays the employee's relationship to their emergency contact and indicates which contact is the primary emergency contact). By clicking the button next to an employee's emergency contact information, the application displays options that allow managers to quickly connect with an employee's emergency contact.

The **Upcoming Time Away** section displays time away from work requests that have been approved and that will take place in the next 30 days. The application displays the date or date range of the time away from work request, the total number of hours or days away, and the type of time away from work request (e.g., unpaid day off, vacation, etc.).

You can contact an employee's email address, cell number or home number (depending on the contact information on file for the employee) by pressing the phone button at the top of the screen.

If you have the necessary access to reset employee passwords, the application displays the **Reset Password** button. Tap this button to reset the employee's password.

Manage Employee Attendance

This section describes how to use the **Attendance** feature to review and manage your employees' daily time and attendance records. These records show if and when employees worked compared to when they were scheduled.

The following are actions that you can perform in the **Attendance** feature:

- **Reviewing Attendance** on page 20
- **Replacing Scheduled Employees** on page 24
- **Editing Punches** on page 25
- **Adding Unscheduled Shifts** on page 28
- **Approving Worked Time** on page 30
- **Updating Time Away From Work Requests** on page 31

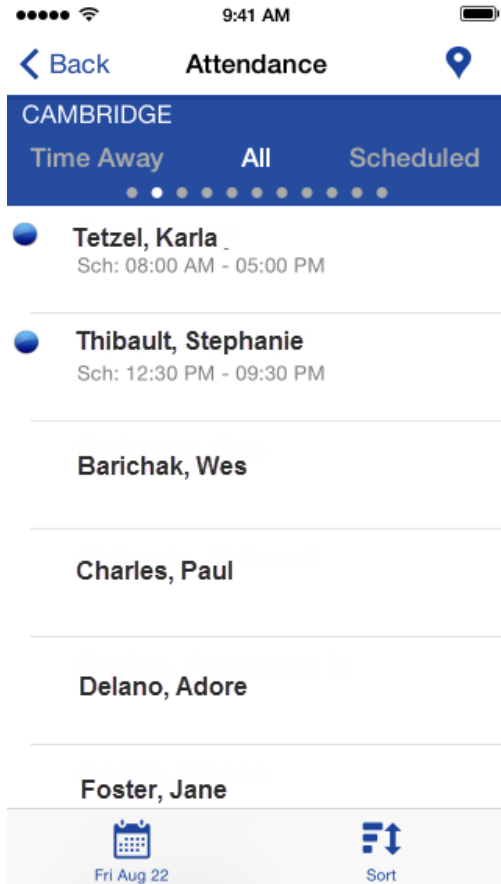
Reviewing Attendance

This section provides an overview of the **Attendance** feature.

The following sections describe the how to review attendance information:

- **Review Attendance Icons** on page 21
- **Change Dates** on page 22
- **Search, Sort and Filter Employees** on page 23
- **View Shift Details** on page 23

When you open the **Attendance** feature, the application displays a list of your direct reports within a location for the current day, even employees who are not scheduled that day. The application uses icons to label absences and other situations, such as if an employee has an upcoming shift or is currently working (i.e., punched in for a shift).



In the above example, the application displays attendance information for Tuesday May 28th, 2013. The application displays that both Stephanie and Karla are scheduled to work, but have not yet punched in.

Review Attendance Icons

This section describes icons the application uses to label various attendance situations.

Note: To view the most recent shift status at any time, exit and reopen the **Attendance** feature.

- **Scheduled** (●). Represents an upcoming scheduled shift that the employee has not worked yet. The application displays the time the employee is scheduled to work (**Sch**). This icon changes to the:
 - On Clock (Scheduled) icon (➡) once an employee punches in;
 - Paid to Schedule icon (■) once a shift starts for an auto pay employee;
 - Scheduled Not Worked (●) icon if an employee has not punched in by the grace period configured in their punch policy.

These shifts are also marked with an arrow (>) that links to the **Call-In List**, where you can contact other employees eligible to work the shift, or add them to the schedule. For more information, refer to **Replacing Scheduled Employees** on page 24.

- **On Clock (Scheduled)** (👉). Represents a scheduled shift that the employee has punched in for and is currently working. The application displays the time the employee was scheduled to work (**Sch**), and the actual (**Act**) time the employee punched in. Once the employee punches out, the shift is labeled with the Worked (Scheduled) icon (🟢).
- **Scheduled Not Worked** (🔴). Represents a scheduled shift that an employee has not punched in for by the grace period configured in their punch policy (i.e., the employee is absent). This icon may change to the:
 - Late Punch In icon (⚠️) if the employee eventually punches in;
 - Worked (Scheduled) icon (🟢) if the manager adds a start and end punch to the shift (e.g., in the case where an employee worked a shift but forgot to punch in and punch out). For more information, refer to **Editing Punches** on page 25.
- **Late Punch** (⚠️). Represents a late start punch for a scheduled shift; the employee, now 'on the clock', punched in after the grace period configured on their punch policy. The icon continues to be displayed when the employee has punched out and when the shift has been approved.
- **Worked (Scheduled)** (🟢). Represents a shift that the employee worked as scheduled. The application displays the time the employee was scheduled to work (**Sch**), and the actual (**Act**) times the employee punched in and out.
- **Paid to Schedule** (🟩). Represents that a shift has started for an auto pay employee. The application displays the time the employee was scheduled to work (**Sch**). The application continues to display this icon once the shift is over.
- **On Clock (Not Scheduled)** (👉). Represents that an unscheduled employee has punched in and is currently working. The application displays the actual (**Act**) time the employee punched in. Once the employee punches out, the shift is marked with the Worked (Not Scheduled) icon (🟡).
- **Pending** (⊕), **Approved** (✅), **Denied** (❌), **Cancellation Pending** (⊗), **Canceled** (⊗). Represent the status of a time away from work request. You can update the status of a time away from work request directly in the **Attendance** feature. For more information, refer to **Updating Time Away From Work Requests** on page 31.

Change Dates

This section describes how to view employee attendance for any date.

When you open the **Attendance** feature, the application displays attendance records for the current day.

Tap the calendar button at the bottom of the screen to select a new date.



Search, Sort and Filter Employees

This section describes how to find and organize employees listed on the attendance list.

You can sort employees that are listed by tapping the **Sort** button.



Then, select how you want to sort the requests, either by name or by time.

You can choose from a number of filters on the swipe bar at the top of the screen. Swipe left or right to select a different filter.



The following filters are available:

- **All.** The default filter selected when you open the **Attendance** feature; it displays all employees and time and attendance information. This is the only filter that also lists employees who have no time and attendance information on the selected day.
- **Time Away.** This filter displays employees with time away on the selected day. This is the only filter that does not display shift information. In this filter you can view time away details and update request status; for more information, refer to **Updating Time Away From Work Requests** on page 31.
- **Scheduled, On Clock (Scheduled), On Clock (Not Scheduled), Paid to Schedule, Worked (Scheduled), Scheduled Not Worked, and Worked (Not Scheduled).** These filters list only employees labeled with a particular status. For example, the **Scheduled** filter only lists employees labeled with the Scheduled icon (●).
- **Not Approved.** This filter lists employees with shifts that are eligible for you to approve, including those labeled with the Worked (Scheduled) icon (●) and Worked (Not Scheduled) icon (●). For more information, refer to **Approving Worked Time** on page 30.
- **Approved.** This filter lists shifts that you have approved.

View Shift Details

This section describes how to open an employee's shift details screen to manage their attendance. This section also provides details about **Contacting Employees** on page 24.

To view shift details, select an employee with shift information from the attendance list (e.g., an employee who is labeled with the Scheduled icon (●) or Worked (Not Scheduled) icon (●)). The application displays the shift details screen, which can include the following information: scheduled shift, meal and break times; actual punches recorded; location; job; pay code; transfers; activities and tasks.

9:41 AM

Back

Tetzel, Karla

TIMES

	Scheduled	Actual
Shift Starts	08:00 AM	08:00 AM
Start Meal	12:30 PM	12:30 PM
End Meal	01:30 PM	01:30 PM
Shift Ends	05:00 PM	05:00 PM

LOCATION

CAMBRIDGE CENTRE

JOB

Mgmt SM

PAY CODE

Edit Punch

Approve

Contact Employee

Note: If you select an employee who is not labeled with an attendance icon, the application displays the **New Shift** screen where you can create a new unscheduled shift for the employee. For more information, refer to **Adding Unscheduled Shifts** on page 28.

For more information about managing employee attendance in the shift details screen, refer to the following sections:

- **Editing Punches** on page 25
- **Approving Worked Time** on page 30

Contacting Employees

In the shift details screen, you can contact the employee by tapping the **Contact Employee** button at the bottom of the screen. The application displays the employee information screen.

When done, tap the **Back** button at top of the screen to return to the shift details screen.

Replacing Scheduled Employees

This section describes how to automatically replace an employee who is unable to work an upcoming scheduled shift (i.e., a shift represented by the Scheduled icon (🟦)) with an employee who is available to work the shift. This can be done directly in the **Attendance**

feature, as follows:

1. To access the **Call-In List**, tap the arrow (>) on the scheduled shift.

The application displays a list of employees who are eligible and available to work the shift.



2. Do one of the following:
 - To replace the scheduled employee with the selected employee, tap **Replace Employee**.
The application replaces the shift. In the attendance list, the application labels the employee you selected with the Scheduled icon (🟦) and the Call in Confirmed icon (📞).
 - To contact the selected employee, tap **Contact Employee**. The application displays a list of contact methods.

Editing Punches

This section shows you how to edit punches to reflect actual work times.

For example, you can add a meal or break to a shift if an employee forgets to record one, or record a transfer if the employee changes work locations during a shift.

To edit punches:

1. Select an employee from the attendance list who is labeled with a shift icon (e.g., an employee who is labeled with the Scheduled (Worked) icon (🟢) or Worked (Not Scheduled) icon (🟡).

The application displays the employee's shift details screen.

Note: If you select an employee who is not labeled with an attendance icon, the application displays the **New Shift** screen where you can create a new unscheduled shift for the employee. For more information, refer to **Adding Unscheduled Shifts** on page 28.

2. Tap the **Edit Punch** button.

The application displays the **Shift** screen.

Cancel Shift

PUNCH

Location CAMBRIDGE

Job Mgmt SM

Pay Code None >

Starts 08:00 AM

Ends 05:00 PM

MEALS/BREAKS

12:30 PM - 01:30 PM >

+ Add Meal/Break

MANAGER COMMENT

Update Delete

Continue to **Updating Punches** on page 27.

Updating Punches

In the **Shift** screen, you can update the following information:

- Update punch data by tapping the arrow (>) under the **Punch** section. You can update the following sections:
 - **Location:** You can select the location that the employee's time is recorded against.
 - **Job:** You can select the job that the employee worked during the selected shift.
 - **Pay Code:** You can select the pay code that the employee's time is recorded against.
 - **Starts/Ends:** You can select the time the employee punched in and punched out from work. After updating the start and end times, press the **Done** button.

When you have updated punch data, tap the **Back** button to return to the shift updating screen.

- Add or edit a meal or break by tapping the add icon (+) under the **Meals/Breaks** section, and pressing the **Meal** or **Break** button. Set the start and end time and tap the **Add** button.

To remove individual meals and breaks, in the **Shift** screen, you can tap the remove icon (-)

- Add or edit a transfer by tapping the add icon () under the **Transfers** section where you can update the following sections:
 - **Start.** You can select the time that the transfer begins.
 - **Location.** You can select the transfer location that the employee's time is recorded against.
 - **Position.** You can select the job that the employee worked when transferred.
 - **Pay Code.** You can select the pay code that the employee's time is recorded against.
 - **Project.** You can type the name of the project in the search field and select the project from the filtered list.
 - **Docket.** You can type the name of the docket in the search field and select the project from the filtered list.
 - **Quantity.** Enter the quantity of work that the employee produced for the selected docket.

In the **Shift** screen, you can tap the remove icon () to remove individual transfers.

After updating transfer information, tap the **Done** button.

When you are finished updating shift information, tap the **Add** or **Update** button at the bottom of the screen (only one of these buttons is displayed, depending on if you are adding new punches or editing existing punches).

When the application displays the **Save Successful** message, tap the **OK** button to return to the attendance list.

If required, in the **Shift** screen, you can delete all punch data by tapping the **Delete** button at the bottom of the screen.

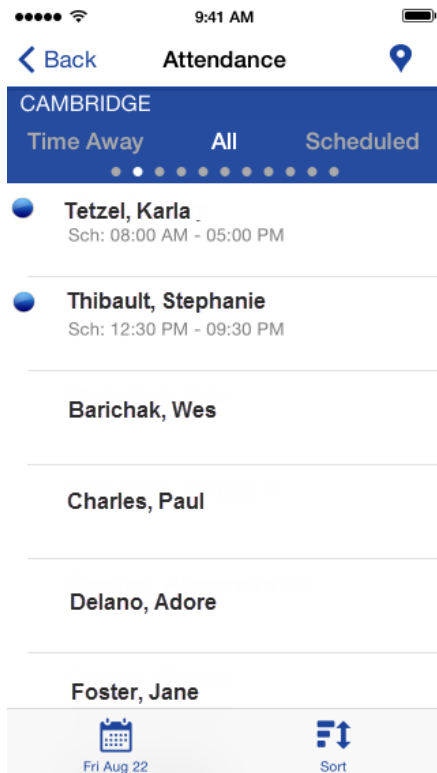
Adding Unscheduled Shifts

This section describes how to add unscheduled shifts, which means adding punches for an employee who worked, but who:

- is not scheduled on the main application, and;
- did not register any punches that day.

Note: You cannot schedule employees in the mobile application (this can only be done in the main application). You can, however, create punches for an employee who worked, which is described in this section.

To add an unscheduled shift, select a 'blank' employee from the list, such as Wes Barichak in the example below. (To view blank employees you must have the **All** filter selected.)



The application displays a screen for updating shift information.

Continue to **Updating Punches** on page 27.

Approving Worked Time

This section describes how to approve employee work time using the **Attendance** feature, so that the shift is marked as approved both in the mobile application and the main application.

This section also provides details about **Managing Multi-Approvals** on page 31.

To approve an employee's worked time, tap the shift in the list. Then, tap the **Approve** button:

9:41 AM

[Back](#) Tetzel, Karla

TIMES

	Scheduled	Actual
Shift Starts	08:00 AM	08:00 AM
Start Meal	12:30 PM	12:30 PM
End Meal	01:30 PM	01:30 PM
Shift Ends	05:00 PM	05:00 PM

LOCATION

CAMBRIDGE CENTRE

JOB

Mgmt SM

PAY CODE

[Edit Punch](#) [Approve](#) [Contact Employee](#)

Tap the **Back** button to return to the attendance list; the application marks the shift as approved.

Tetzel, Karla

Approved by: Manager

Sch: 08:00 AM - 05:00 PM

Act: 08:00 AM - 05:00 PM

The application marks the shift as approved in the employee's timesheet:

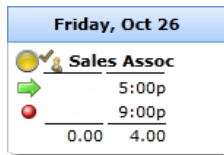
Fri Oct 26 4.00 Hours

Sales Assoc

4.00 Hours

Approved by: Manager

In the main application, in **My Timesheets**, the application displays the approved icon (👍):



To revoke your approval, tap the shift in the list. Then, tap the **Unapprove** button.

Managing Multi-Approvals

When multi-approval is configured, the iOS application functions in the same way as the main application: an employee's worked time is not marked as approved until you approve it, even if another approver has already approved it.

For example, one of your employees works a shift from 9 AM – 5 PM. At 3 PM, the employee transfers to the inventory project. A receiving manager who does not manage the employee directly is responsible for approving all time spent working on the inventory project.

Even if the receiving manager approves the time, the time is not marked as approved when you open the **Attendance** feature unless you have approved it. Similarly, if you approve it but the receiving manager has not, it is marked as approved when you view it, but not approved when the receiving manager views it.

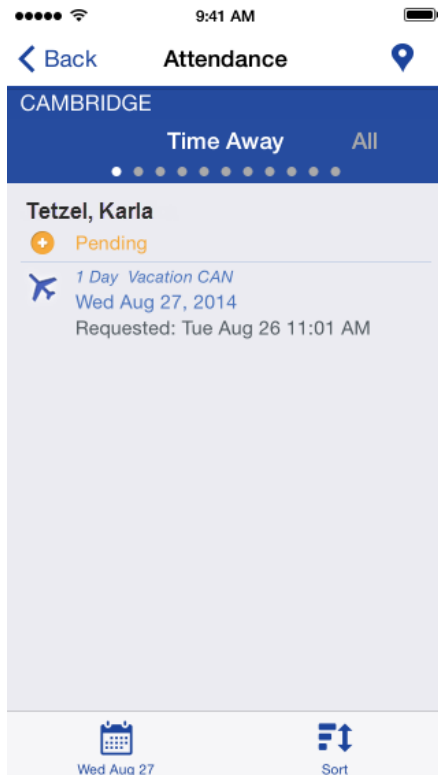
Updating Time Away From Work Requests

This section describes how to update the status of time away from work requests directly in the **Attendance** feature, as opposed to exiting the **Attendance** feature and opening the **Time Off List** feature.

To update time away from work request status in the **Attendance** feature:

1. Select the **Time Away** filter.

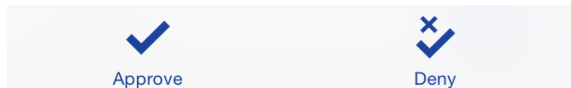
The application displays a list of time away from work requests:



2. Tap an employee from the list.

The application displays the details of the time away from work request.

The application displays any status options relevant to the current status of the time away from work request along the bottom of the screen:



3. The following table describes which options are available for each status:

If the status is...

Pending (🟡)

Approved (🟢)

Denied (🔴)

Cancellation Pending (🔴)

(i.e., the status where employees deleted their time away from work request after it was approved by a manager)

Canceled (⊗)

Then...

The **Approve** or **Deny** options are available

The **Deny** option is available

The **Approve** option is available

The **Approve Cancellation Pending** and **Cancel Cancellation Pending** options are available

The **Approve** option is available (i.e., the option that 'un-does' the cancellation, returning the time away from work request to the **Approved** status)

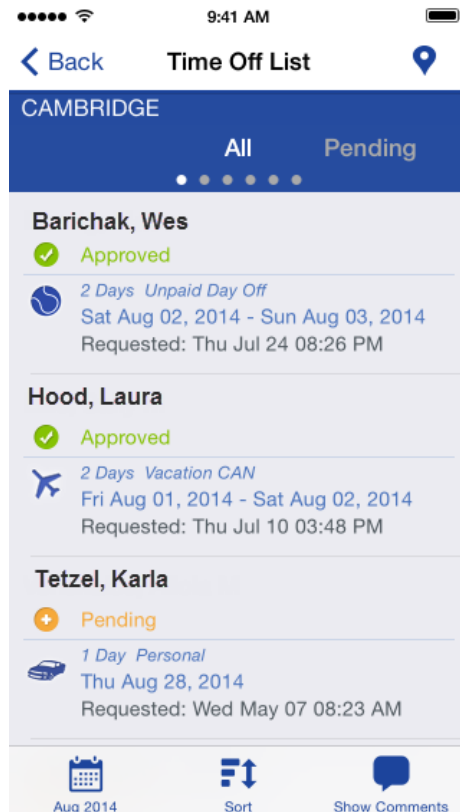
4. Tap an option.

The application automatically updates the status of the time away from work request and returns you to the time away from work list.

Note: Depending on how the application was configured, you may need to manually unfill or delete scheduled shifts that overlap with an employee's time away from work request. This can be done using **My Day > Time Off Request Manager** of the main application. For more information on unfilling or deleting shifts, refer to the *Dayforce Manager Guide*.

Manage Time Away From Work Requests

Through the **Time Off List** feature, you can view a monthly list of existing time away from work requests from your employees:



The application displays the following information for each request:

- Employee name
- Status of the time off request (**Approved**, **Denied**, **Pending**, **Cancellation Pending** and **Canceled**)
- Total time off requested (e.g., two days)
- Reason (e.g., vacation, unpaid day off, sick day, etc.)
- Date or date range of the time off request
- Date that the request was created

View a Different Month

You can tap the calendar button at the bottom of the screen to select a different month.

Display or Hide Comments

To display comments in the list, tap **Show Comments**. To stop displaying comments, tap **Hide Comments**.

Filter Time Away From Work Requests

You can filter which time away from work requests the application displays. By default, the **All** filter is selected, and the application displays all time off requests.



Swipe the filter left or right to sort requests by their status (e.g., **Approved**, **Denied**, etc.). For example, if you select the **Pending** filter, the application only displays time off requests that have a **Pending** status.

Sort By Name or Time

You can sort requests by tapping the **Sort** button at the bottom of the screen:



Then, select how you want to sort the requests: by name, time, or the date that the request was created.

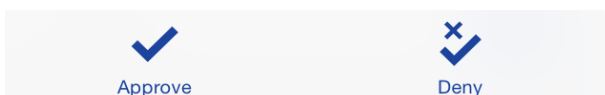
Update Status

You can update time away from work request status as follows:

1. Tap an employee from the list.

The application displays the details of the time away from work request:

The application displays any status options relevant to the current status of the time away from work request along the bottom of the screen:



The following table describes which options are available for each status:

If the status is...

Pending (🟡)

Approved (🟢)

Denied (🔴)

Cancellation Pending (🔴)

(i.e., the status where employees deleted their time away from work request after it was approved by a man-

Then...

The **Approve** or **Deny** options are available

The **Deny** option is available

The **Approve** option is available

The **Approve Cancellation Pending** and **Cancel Cancellation Pending** options are available

ager)

Canceled (✕)

The **Approve** option is available (i.e., the option that 'un-does' the cancellation, returning the time away from work request to the **Approved** status)

2. Tap an option.

The application automatically updates the status of the time away from work request and returns you to the time away from work list.

Note: Depending on how the application was configured, you may need to manually unfill or delete scheduled shifts that overlap with an employee's time away from work request. This can be done using **My Day > Time Off Request Manager** of the main application. For more information, contact your administrator.

Add a Comment

You can add manager comments to time away from work requests as follows:

1. In the time away from work list, tap an employee.
The application displays the details of the time away from work request.
2. Type your comments in the **Comments** field.
3. Enter a comment and tap the **Done** button.
4. Tap the **Save** button.
The application returns you to the time off list.

Update the Reason, Start, End and All Day/Half day fields

You can edit the **Reason**, **Start**, **End** and **All Day/Half day** fields as follows:

1. In the time away from work list, tap an employee.
The application displays the details of the time away from work request.
2. Select the desired field and edit the necessary field.
3. Tap the **Save** button.

View Time Away from Work Requests from your Inbox in the Messages feature

If the time away from work request originated in the main application through a workflow, you will be able to view and approve or deny the request directly from the **Inbox** folder in the **Messages** feature.

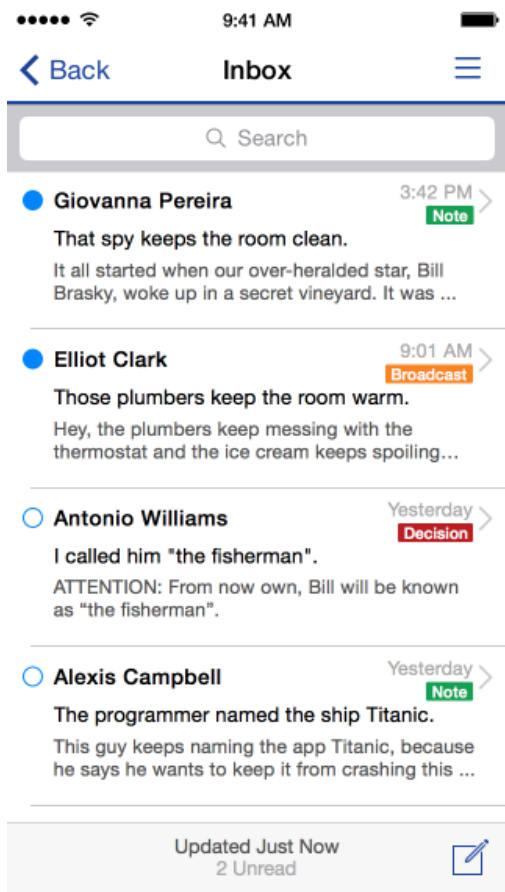
To approve or deny a time away from work request from your inbox, complete the following steps:

1. From your inbox, tap the time away from work message.
2. Tap the **View Form** button to navigate to the request.

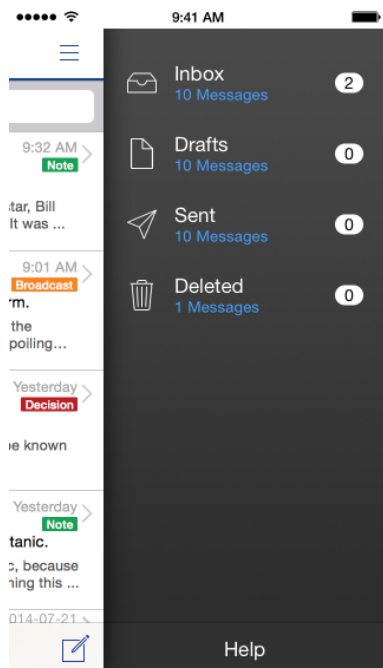
3. From the request, tap **Approve** or **Deny**.

View and Create Messages

Through the **Messages** feature, you can read messages that have been sent to you by other users, or system alerts that have been sent to you by the application. To refresh your messages list, drag the top message down:



You can access the **Inbox**, **Sent**, **Drafts**, and **Deleted** folders by opening the side panel and tapping the appropriate option:



To find a specific message, in the appropriate folder, type your search criteria into the **Search** field at the top of the screen.

To compose a new message, tap **Compose**.

Depending on how the application is configured, you have the option of creating a **New Note** or a **New Broadcast**. The recipients of a Note can reply to your message, while the recipients of a Broadcast cannot.

Note: Access to notes and broadcasts is configured through the application. If you do not see one or both of these options and believe that you should, contact your manager or system administrator.

Messages can be sent to individual users, multiple users, or to a filtered list of employees. Type the **Subject** line in the field at the top of the screen, and type the body of the message in the text box below.

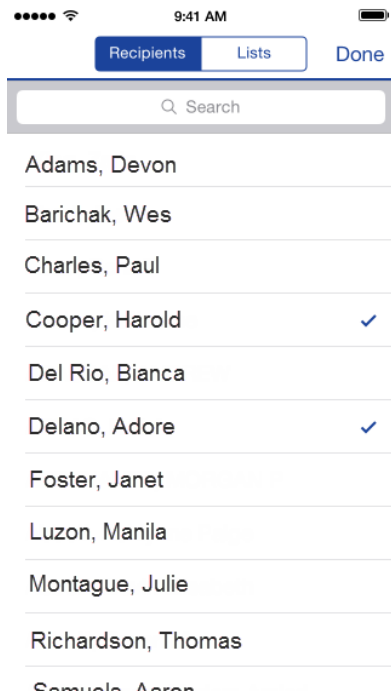
To delete your current message, tap **Cancel**. Save the message to your drafts so that it can be sent later by tapping **Save**.

When your message is complete, tap **Send**.

Searching For Recipients

To select the recipient(s) to send a message to, tap the **+** button.

The **Available** tab under the search bar is automatically selected and all available recipients for your location(s) are displayed. For example, if you manage more than one location, all employees from those locations are incorporated into the list. In addition, if you already selected a location while using another feature of the application, the **Employees** feature will still provide access to employees from all locations.



Type all or part of the name of the recipient(s) in the search bar. As you type, the application instantly filters the list of available recipients. For example, if you type the letter 'm', the list only displays employees who have an 'm' in any part of their name. If you clear the search bar, the application once again displays all available recipients.

Tap the name(s) of the recipient(s) to include in the message and a check mark is displayed next to their name.

You can include or remove as many recipients as required.

Selecting a Filter

To select a filtered list to send a message to, tap the **+** button and tap **Favorites**. The application displays any filters you have configured and saved as favorites in the main application. Touch the filter to include the users returned by the filter as message recipients.

If you do not see any entries in the **Favorites** list, log in to the main application and create a filter in the Messaging Center.

Set Your Coordinates

The **Set Coordinates** feature allows you to define the area in which employees can punch in through the **Clock** feature of their mobile application. You can define how close, in meters, employees must be to your location, in order for the application to accept their punches.

The location can be entered manually, by specifying the **Latitude** and **Longitude**, or your location can be detected automatically using the GPS feature of your mobile device by tapping **Detect Location**. You can also view your coordinates on a map by tapping the **View on map** button.

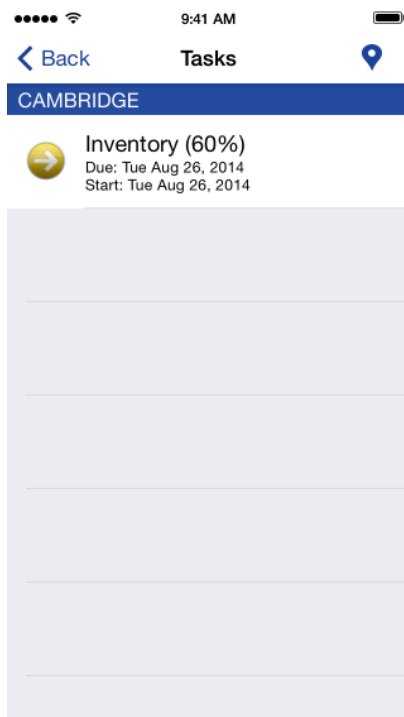
Specify the **Punch Tolerance**, in meters, to define how close to the specified point employees must be for their clock punches to be accepted when they clock in through the app.

To define the **Time Zone** that punches are recorded in, tap the arrow and select your local time from the list.

Manage Tasks

Your organization can use Dayforce HCM's task management to create and track the various tasks locations need to perform. Typically, tasks are created by upper level management, such as district or region managers, and assigned to the different locations that need to complete them. The **Tasks** feature allows you to view and update task information for tasks that have been assigned to your location, through your mobile device.

Select a task from the list to view or edit its details.



Update Task Information

To update task information, touch the **Edit** button while viewing detailed task information; you can update the percentage of the task that is **Complete**, by adjusting the slider interface for the parameter. Adjusting the percentage also impacts the task **Status**.

Cancel
Task
Save

DUE

Tue Aug 26, 2014

PRIORITY LEVEL

0

STATUS

 Task is in process. Due date is today.

Set Not Completed

% COMPLETE

60 %

NOTES

If there is a link in the **Hyperlink** field, you can click it to navigate to the appropriate location:

Cancel
Task
Save

STATUS

 Task is in process. Due date is after today.

Set Not Completed

% COMPLETE

58 %

HYPERLINK

www.dayforcehcm.com
>

NOTES

>

Note: You cannot edit hyperlinks from the mobile app; you can only do this in the main application.

You can add any applicable **Notes** by touching '**Notes**'. When you are finished updating the task details, touch the **Save** button.

View Your Profile

You can view your employee information such as your address, phone number(s) and emergency contact information, in the **My Profile** feature.

Note: Access to viewing certain contact information is configured through the application. If you do not see certain information and believe that you should, contact your manager or system administrator.

Depending on how the application has been configured, you might also be able to change your password.

Change Your Password

If the **Reset Password** button is displayed on the screen, you can change your password:

••••• 9:41 AM

[< Back](#) My Profile

HIRE DATE

Jun 25, 2011

ADDRESS

Primary Residence

123 Fake Street
Fake City, ON M4P 1R9

CONTACT INFORMATION

Home 519-555-1234

Business Email example@email.com

[Reset Password](#)

In the fields provided, type your original password, and then type your new password twice.

When you tap the **Save** button, the application verifies that the password you entered meets your organization's password requirements. If the password you entered does not meet the requirements, the application prompts you to enter a different password.

View Your Earnings Statement

The **Wages** feature allows you to view a mobile version of your earnings statement, which is available in the main application on the **My Earnings** tab.

●●●●● 9:41 AM

[< Back](#) **Wages** [Year to Date](#)

Jul 20, 2014 - Aug 02, 2014			
Earnings	Hr/Unit	Rate	\$255.75
Regular	23.25	11.0000	\$255.75
Holiday Work			\$0.00
Holiday 1x			\$0.00
Taxes			\$10.81
CPP			\$6.00
EI			\$4.81
Net Pay	Routing #	Account #	\$244.94
			\$244.94

Login to the desktop application to view your official earnings statement

[<](#) **Aug 07, 2014**

You can review your total **Earnings**, **Deductions**, **Taxes**, and **Net** wages, itemized for a specified pay period, or summarized for the **Year to Date**.

Tap the arrow (►) on each section to toggle a detailed view of the total.

Tap the arrow buttons at the bottom of the screen to load different periods, and touch the **Latest** button to view the current week. Touch the **Year to Date** button to view a summary of your earnings to date.

View Payroll Card Transactions

The **Payroll Card** feature allows you to view transactions on your Comdata Payroll Card.

Touch the arrows at the bottom to load different periods. Tap **This Week** to view the current week.

Employee Guide

Through the mobile app, employees can view and update their available hours, review their schedule, and make time away from work requests.

As an employee, you can perform a number of tasks through the mobile app:

- **View Your Profile** on page 47
- **Review and Sync Your Schedule** on page 48
- **Review Your Weekly Availability** on page 55
- **Clock In and Out** on page 57
- **Request Time Away From Work** on page 59
- **View and Edit Your Timesheet** on page 62
- **View and Create Messages** on page 64
- **View Your Earnings Statement** on page 68
- **View Payroll Card Transactions** on page 69

View Your Profile

You can view your employee information such as your address, phone number(s) and emergency contact information, in the **My Profile** feature.

Note: Access to viewing certain contact information is configured through the application. If you do not see certain information and believe that you should, contact your manager or system administrator.

Depending on how the application has been configured, you might also be able to change your password.

Change Your Password

If the **Reset Password** button is displayed on the screen, you can change your password:

..... 9:41 AM

< Back My Profile

HIRE DATE

Jun 25, 2011

ADDRESS

Primary Residence

123 Fake Street
Fake City, ON M4P 1R9

CONTACT INFORMATION

Home 519-555-1234

Business Email example@email.com

Reset Password

In the fields provided, type your original password, and then type your new password twice.

When you tap the **Save** button, the application verifies that the password you entered meets your organization's password requirements. If the password you entered does not meet the requirements, the application prompts you to enter a different password.

Review and Sync Your Schedule

This section describes the actions that you can perform in the **Schedule** feature, including:

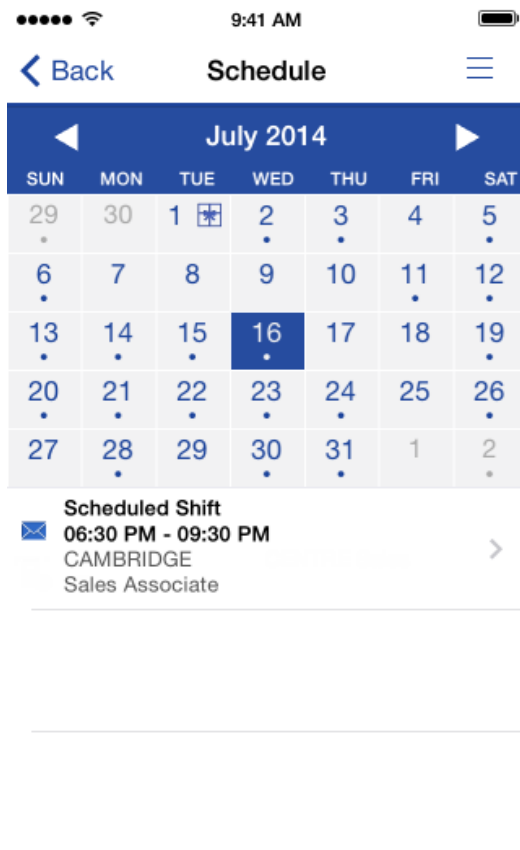
- **Reviewing Your Schedule** on page 48
- **Syncing Your Local Calendar Application** on page 51

Reviewing Your Schedule

This section describes how to review the information displayed in **Schedule** feature.

Note: Your managers set your schedule within the application based on your availability, the job(s) you perform, and their staffing needs. In the **Schedule** feature, you can see when you work as soon as the schedule is published.

When you open the **Schedule** feature, the application displays the current month and highlights the current day:

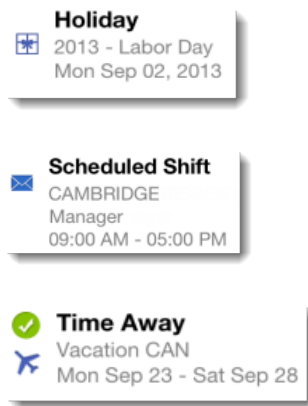


You can tap the arrows at the top of the screen to select a different month.

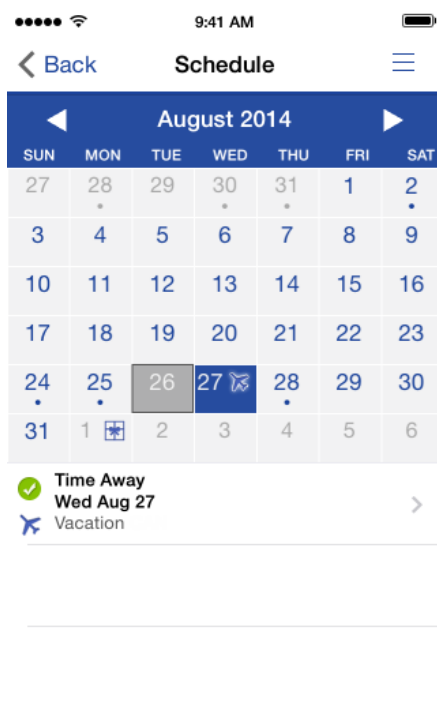
You can tap the **Menu** button at the top of the screen and then tap the **Today** option to return to the current day on the calendar.

Days that have an event (for example, days when you are scheduled to work, or days marked as a holiday) are marked with a dot on the calendar.

You can tap a day on the calendar to view a summary under the calendar:



For Time Away requests, you can view more information about the request by tapping the > icon. **The View Request** screen displays, showing the details and status of the request.



Note: For Time Away requests, you can only view the details of the request if your user role is also assigned access to the **Time Off** feature.

You can also delete the Time Away request from the **View Request** screen by tapping the **Delete** button.

9:41 AM

[Cancel](#) **View Request**

All Day ☐

BALANCES

Requested: 3.00 Hours
 Available:
 Vacation: 6.98 Hours
 Vac Carry Over: 0.00 Hours

EMPLOYEE COMMENT

MANAGER COMMENT

[Delete](#)

You can tap a shift summary under the calendar to open the shift details screen. Here, you can view shift times, location, job, any activities or tasks, and the pay code applied to the shift:

9:41 AM

[< Back](#) **Schedule Details**

DATE

Wed Jul 16, 2014

TIMES

	Scheduled	Actual
Shift Start	06:30 PM	
Shift End	09:30 PM	

LOCATION

CAMBRIDGE

JOB

Sales Assoc

PAY CODE

9:41 AM

[< Back](#) **Schedule Details**

LOCATION

CAMBRIDGE

JOB

Sales Assoc

PAY CODE

None

ACTIVITIES

None

TASKS

None

Press the **Back** button to return to the calendar.

Syncing Your Local Calendar Application

This section describes how to sync your monthly work schedule to the local (i.e., built-in) calendar application on your mobile device, including how to:

- **Sync Your Calendar** on page 51
- **Re-Sync Your Calendar** on page 54
- **Delete your Calendar** on page 54

Syncing your local calendar means that you can view your monthly schedule without logging into the Dayforce HCM mobile application.



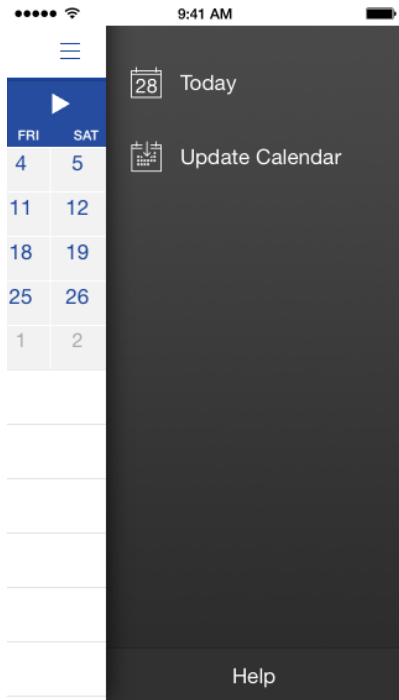
Note: After the initial calendar sync, you are responsible for routinely re-syncing your local calendar application so that it contains the most recent version of the schedule. The Schedule feature of the mobile application notifies you when a re-sync is required. For more information, refer to **Re-Sync Your Calendar** on page 54.

Note: Calendar sync functionality is only intended for the local (built-in) calendar application of the iOS device; third-party calendar applications are not supported.

Sync Your Calendar

This section describes how to sync your calendar for the first time, which involves creating a Dayforce calendar on your local calendar application.

1. In the **Schedule** feature, select the month that you want to sync (the application syncs only the month that is displayed).
2. Open the side panel.
3. Tap the **Update Calendar** option:



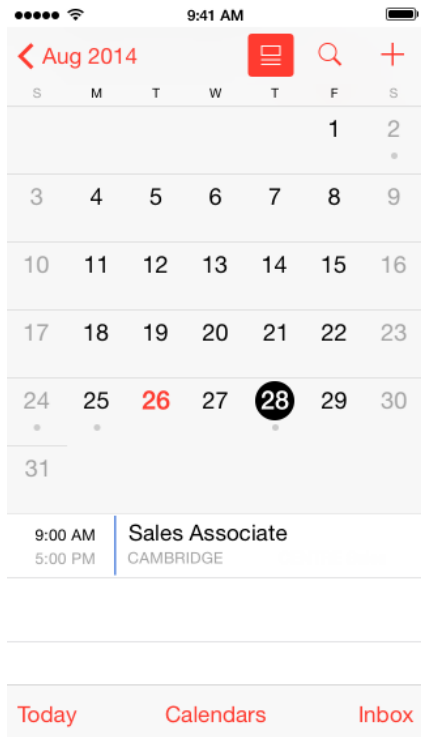
The application asks for your permission to create a calendar on the local calendar application of your mobile device. The calendar is named "Dayforce_{Company ID}" (for example, "Dayforce_Example123").

4. Tap the **Allow** button.

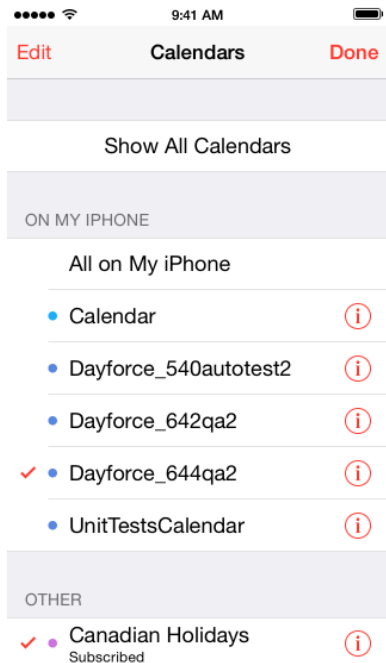
The application reminds you that you need to re-sync your calendar if your schedule changes.

5. Tap the **OK** button.

When you exit the Dayforce HCM mobile application and open your local calendar application, you can view shifts from the month that was synced.



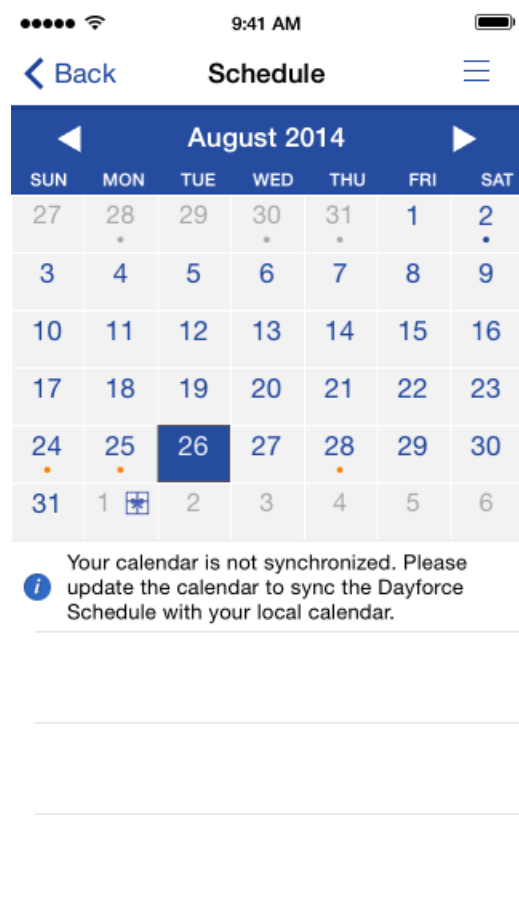
Once the Dayforce calendar has been created, you can then control its visibility using the visibility settings of your local calendar application.



Note: For more information about managing your local calendar application, refer to your device user manual.

Re-Sync Your Calendar

This section describes how to re-sync your calendar when your schedule changes. When you open **Schedule** feature of the Dayforce HCM mobile application, if your schedule changes, the application notifies you that your calendar is not synchronized and marks the days with changes in orange:



To re-sync your local calendar, tap the out of sync message. A message will display detailing the days that will be updated. Click **Ok** to re-sync the calendar.

The application stops displaying the orange indicators and the re-sync notification.

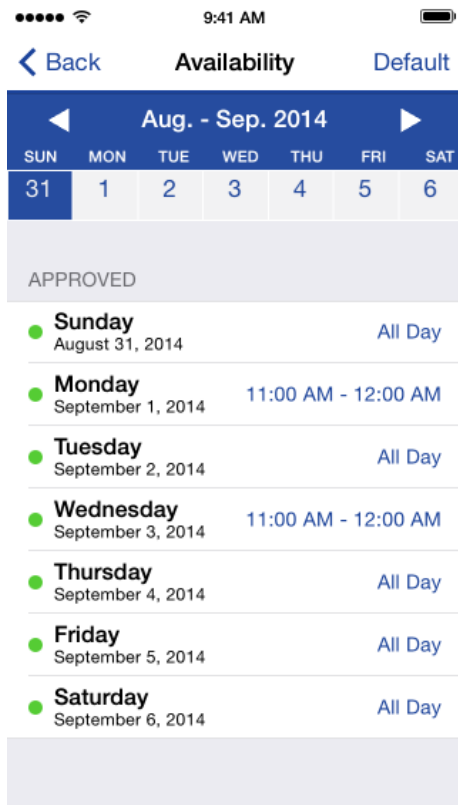
Delete your Calendar

This section describes how to completely remove the Dayforce calendar from your mobile device.

To delete the calendar: using your local calendar application, select the 'Dayforce' calendar in **Calendar > Edit** and tap the **Delete Calendar** button.

Review Your Weekly Availability

Through the **Availability** feature, you can review your weekly availability on the calendar. The application displays your availability for each day, listed by week.



Edit Your Weekly Availability

Your availability settings within the application define when you can work. You can specify on which days of the week and between what times on each day you are available. You can also copy the day's availability to other days in the week.

To update your availability:

1. Select the day that you want to edit your availability for, from the **Availability** calendar.
2. From the **Edit Availability** screen, edit the **Availability**, **All Day**, **From**, **To** fields, as desired.

9:41 AM

Cancel Edit Availability Save

Monday
September 1, 2014

Available ☒

All Day ☐

From 11:00 AM

To 12:00 AM

+ Add another availability range

Copy Monday's availability to...

3. Select **Add another availability range** and specify the time range of your availability, if you have additional availability during the day.
4. Select the **Copy availability to** option if you would like to copy the same availability to other days in the week.
5. To select a day, tap it in the list, the application displays a check mark next to it.

9:41 AM

Cancel Copy Availability Done

COPY FROM MONDAY TO

Sunday All Day

Monday 11:00 AM - 12:00 AM
9:00 AM - 5:00 PM

Tuesday All Day ✓

Wednesday 11:00 AM - 12:00 AM

Thursday All Day ✓

Friday All Day

Saturday All Day

6. Touch **Done**.
7. Repeat the previous steps for each day of the week that you want to edit. When you are finished, touch **Save**.

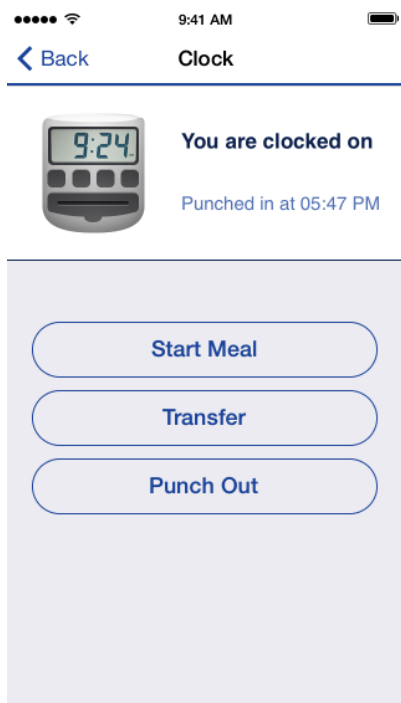
Clock In and Out

Through the **Clock** feature, you can punch in and out for your shifts and meals using your mobile device, while you are at work.

The application only displays the buttons that are valid based on your current punches. For example, when you are clocked off, the application only displays the **Punch In** button:

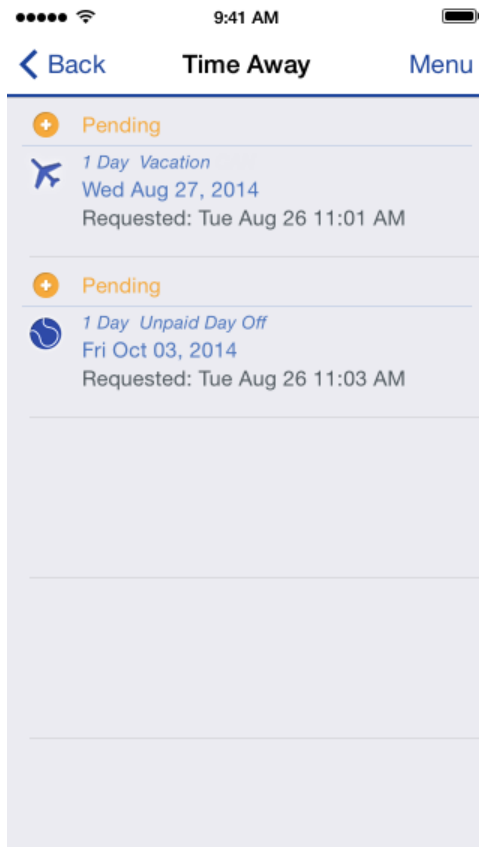


After you punch in, the application displays additional buttons that you can use to start your meal or break, record a transfer, or punch out. To record a punch, touch the appropriate button:



Request Time Away From Work

Through the **Time Away** feature, you can view and request time away from work for part of a day (e.g. a half-day request), a single day or a range of dates.



When you make a time away from work request, you specify a reason, such as vacation time or sick leave. The reason you select determines how you are paid for the time. It can also determine whether you are allowed to request the time away from work, or not, as the application tracks how much time you've taken away from work for each reason. It then compares this amount against how much time you are allowed.

To make requests, in the **Time Away** feature:

1. Tap **Menu > New Request**.
2. The application displays the **New Request** screen:

4. Tap the **Start/End** section and select the range of time that you are requesting off.

REASON

Vacation >

TIME

Start Sat Dec 27, 2014 >

End Sat Dec 27, 2014 >

Cancel Today Done

September	24	2011
October	25	2012
November	26	2013
December	27	2014
January	28	2015
February	29	2016
March	30	2017

If you are requesting an elapsed amount of time off or time that is less than an entire day, toggle the **All Day** switch.

5. When you have entered the times or dates, tap the **Done** button.
6. If necessary, enter any comments by tapping the **Employee Comments** field.
7. Tap the **Done** button.

Review Your Time Away From Work Requests

When you request time away from work, your request is sent automatically to your manager for review and approval. The status of any request you made is displayed when you load the **Time Away** feature.

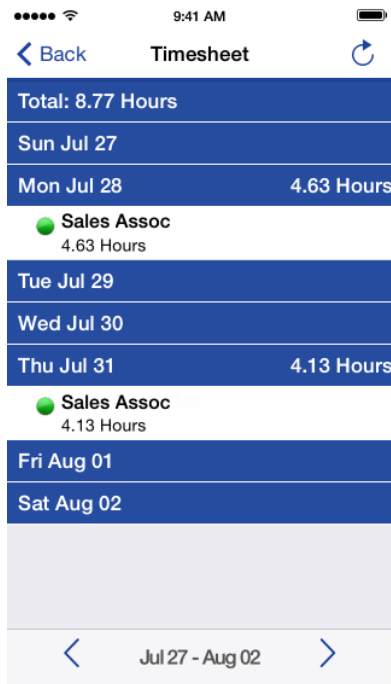
The application displays a list of your time away from work requests, each of which is labeled with one of the following statuses:

- Pending (+)
- Approved (✓)
- Denied (✗)
- Cancel pending (✗)
- Canceled (✗)

To toggle displaying comments in the list, tap **Menu > Hide Comments / Show Comments**.

View and Edit Your Timesheet

Through the **Timesheet** feature, you can view the hours you worked each week. The application displays the number of hours you were scheduled to work, and displays an icon that signifies the status of the shift.



-  Represents a scheduled shift you did not punch in for.
-  Represents a shift that you worked as scheduled.
-  Represents a scheduled shift that you are currently punched in for; you are currently 'on the clock', and once you punch out, the shift is marked with the  icon.
-  Represents a shift that has started if you are an auto pay (i.e., paid to schedule) employee.
-  Represents a shift you are scheduled to work in the future.
-  Represents an unscheduled shift that you are currently punched in for; you are currently 'on the clock', and once you punch out, the shift is marked with the  icon.
-  Represents a shift you worked, but were not scheduled for.

In addition to the status icons, the application also displays the following informational icons:

-  Displayed next to shifts with transfers.
-  Displayed next to pay adjustments.

Adding Shifts

To add a shift, click the **Edit** button.

Touch the  **Add Time** button on the appropriate day and select **Add Shift**.

Tap the  button in the **Shift** section, then touch the parameter that you want to edit on the **Punch** screen. You can define the following parameters for the shift:

- **Location**
- **Job**
- **Pay Code**
- **Starts/Ends**

When you have finished, tap the **Shift** button return to the previous screen.

To add **Meals**, touch the  button and enter the **Start** and **End** times, then tap **Add**.

To add **Transfers**, touch the  button and select the parameters to edit on the **Transfer** screen, then tap **Add**.

When you are finished, touch the **Add** button to add the shift to your timesheet.

Deleting and Editing Shifts

Click the **Edit** button.

To delete the shift, tap the  button and touch **Delete**.

To edit the shift details, touch the  button next to the shift that you want to edit.

Tap the  button in the **Shift** section, then touch the parameter that you want to edit on the **Punch** screen. You can define the following parameters for the shift:

- **Location**
- **Job**
- **Pay Code**
- **Starts/Ends**

When you have finished, tap the **Shift** button to return to the previous screen.

To add **Meals**, touch the  button and enter the **Start** and **End** times, then tap **Add**. To delete a meal, tap the  button and touch **Delete**.

When you are finished, touch the **Update** button.

Adding, Editing, and Deleting Transfers

Transfers are used when you switch between locations, positions, or dockets, so that your time is tracked properly. For example, you were scheduled to work as a customer service representative, but during your shift you're asked to work as the department's assistant manager. You've worked 2 hours as a representative already. To record that you are switching to work as the assistant manager, you make a position transfer on your mobile device.

To add **Transfers**, touch the  button on the shift details, and select the parameters to enter on the **Transfer** screen, then tap **Add**.

To delete a transfer, tap the  button on the shift details, and touch **Delete**.

To edit a transfer, tap the  button next to the transfer on the shift details, and update the parameters on the **Transfer** screen, then tap **Add**.

Adding Pay Adjustments

Click the **Edit** button.

Touch the  **Add Time** button on the appropriate day and select **Add Pay Adjustment**.

You can define the following parameters for the pay adjustment:

- **Location**
- **Job**
- **Pay Code**
- **Hours**

When you have finished, tap the **Add** button to add the pay adjustment to your timesheet.

Deleting and Editing Pay Adjustments

Click the **Edit** button.

To delete the pay adjustment, tap the  button and touch **Delete**.

To edit the pay adjustment details, touch the  button next to the adjustment that you want to edit.

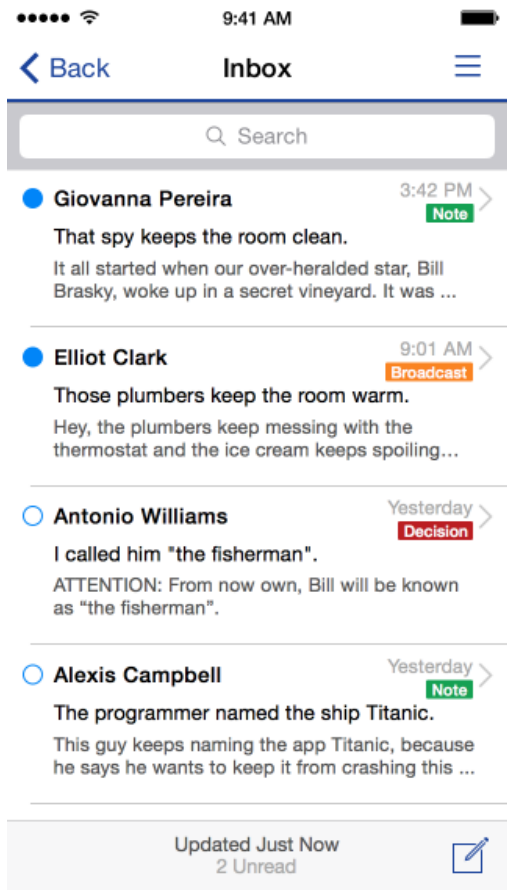
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- **Location**
- **Job**
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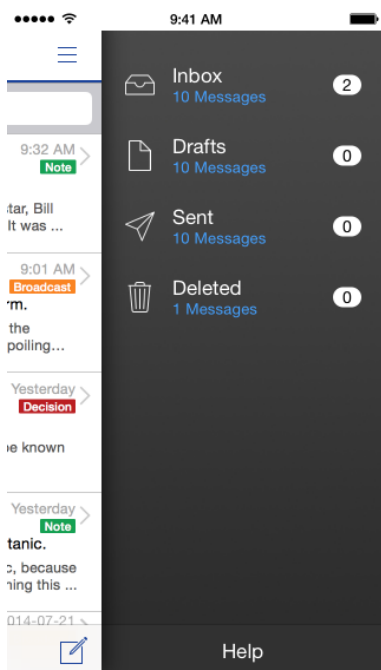
When you have finished, tap the **Update** button to add the pay adjustment to your timesheet.

View and Create Messages

Through the **Messages** feature, you can read messages that have been sent to you by other users, or system alerts that have been sent to you by the application. To refresh your messages list, drag the top message down:



You can access the **Inbox**, **Sent**, **Drafts**, and **Deleted** folders by opening the side panel and tapping the appropriate option:



To find a specific message, in the appropriate folder, type your search criteria into the **Search** field at the top of the screen.

To compose a new message, tap **Compose**.

Depending on how the application is configured, you have the option of creating a **New Note** or a **New Broadcast**. The recipients of a Note can reply to your message, while the recipients of a Broadcast cannot.

Note: Access to notes and broadcasts is configured through the application. If you do not see one or both of these options and believe that you should, contact your manager or system administrator.

Messages can be sent to individual users, multiple users, or to a filtered list of employees. Type the **Subject** line in the field at the top of the screen, and type the body of the message in the text box below.

To delete your current message, tap **Cancel**. Save the message to your drafts so that it can be sent later by tapping **Save**.

When your message is complete, tap **Send**.

Searching For Recipients

To select the recipients(s) to send a message to, tap the **+** button.

The **Available** tab under the search bar is automatically selected and all available recipients for your location(s) are displayed. For example, if you manage more than one location, all employees from those locations are incorporated into the list. In addition, if you already selected a location while using another feature of the application, the **Employees** feature will still provide access to employees from all locations.



Type all or part of the name of the recipient(s) in the search bar. As you type, the application instantly filters the list of available recipients. For example, if you type the letter 'm', the list only displays employees who have an 'm' in any part of their name. If you clear the search bar, the application once again displays all available recipients.

Tap the name(s) of the recipient(s) to include in the message and a check mark is displayed next to their name.

You can include or remove as many recipients as required.

Selecting a Filter

To select a filtered list to send a message to, tap the **+** button and tap **Favorites**. The application displays any filters you have configured and saved as favorites in the main application. Touch the filter to include the users returned by the filter as message recipients.

If you do not see any entries in the **Favorites** list, log in to the main application and create a filter in the Messaging Center.

View Your Earnings Statement

The **Wages** feature allows you to view a mobile version of your earnings statement, which is available in the main application on the **My Earnings** tab.

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[< Back](#) **Wages** [Year to Date](#)

Jul 20, 2014 - Aug 02, 2014			
Earnings	Hr/Unit	Rate	\$255.75
Regular	23.25	11.0000	\$255.75
Holiday Work			\$0.00
Holiday 1x			\$0.00
Taxes			\$10.81
CPP			\$6.00
EI			\$4.81
Net Pay	Routing #	Account #	\$244.94
			\$244.94

Login to the desktop application to view your official earnings statement

[<](#) **Aug 07, 2014**

You can review your total **Earnings**, **Deductions**, **Taxes**, and **Net** wages, itemized for a specified pay period, or summarized for the **Year to Date**.

Tap the arrow (►) on each section to toggle a detailed view of the total.

Tap the arrow buttons at the bottom of the screen to load different periods, and touch the **Latest** button to view the current week. Touch the **Year to Date** button to view a summary of your earnings to date.

View Payroll Card Transactions

The **Payroll Card** feature allows you to view transactions on your Comdata Payroll Card.

Touch the arrows at the bottom to load different periods. Tap **This Week** to view the current week.